USER GUIDE EMPLOYEE – EAZYBREAK APPLICATIONS 25.3.2015

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Please see other user guides in your Eazybreak account

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1 Before using Eazybreak application

To be able to pay with Eazybreak mobile vouchers you need a personal Eazybreak account[1] and vouchers to use.

Download free Eazybreak application from your store (iOS App Store, Windows Phone Store, Google Play). You need a touch screen mobile device[2] to use the application.

- Your payment is immediately transferred to merchant's daily sales after you make a voucher order.

- Voucher is valid only on the day of the order.
- Show the mobile voucher at the cashier. Voucher value and validity is checked.
- Please order your voucher only when you are sure to use it. Eazybreak cannot guarantee the cancellation of ordered and unused voucher[3].
- Cancellation must be done on the day of the order.
- Please contact Eazybreak Customer Support in case of a cancellation (weekdays 8am – 5pm). We check if the cancellation can be done. Outside our office hours please contact directly the merchant.
- To follow your voucher use, please see your "Voucher statement" in your Eazybreak account.

2 How to order a voucher

- Nearest Locations/Agreements: Depends on having high accuracy on GPS. Please make sure to enable the 'GPS Satellites' option for your phone besides active Internet.
- R-kioski (in Finland) accepts Eazybreak vouchers. The addresses of R-kioski locations are not registered in Eazybreak, so GPS cannot be used with this merchant.

2.1 Android, iOS

- Decimal separator on Samsung Devices – application is using Android keyboard. Simply switch to numeric view when using decimal separators.

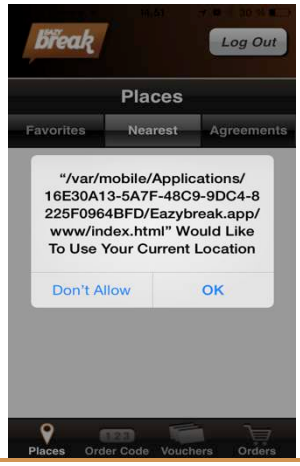
1 – Login

Sign in by using your Eazybreak credentials.

Choose country and language and tap "Log in".

2 – GPS

Allow the application to use your current location by choosing "OK" or allow GPS in your device settings.

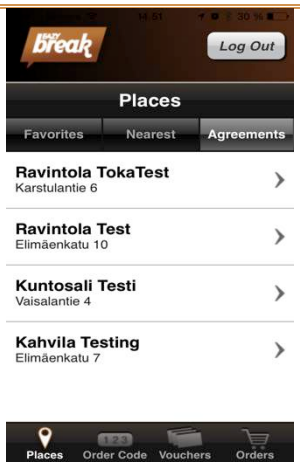


[1] Please see user guide for employee in your Eazybreak account.
[2] Eazybreak does not support all mobile device models.
[3] Note, that commute vouchers are automatically cancelled if not used during date ordered.

3 – Choose location

Choose location to your voucher order

Favorites: Eazybreak remembers the locations you visit often.
Nearest: GPS finds the nearest locations.
Agreements[1]**:** GPS finds the nearest agreement locations.

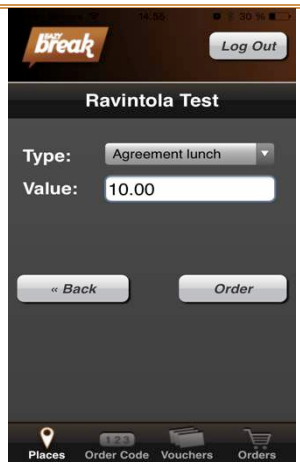


4 – Voucher order

Give details of your order

Type: Voucher type to order
Value[2]**:** Voucher value
Amount[3]**:** How many vouchers to use

Confirm with "Order".



5 – Mobile voucher

Show your voucher at the cashier – the value and validity will be checked.

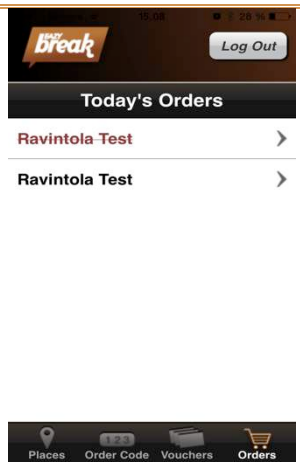
Cashier may touch the "Used" button to mark the voucher as received[4].

6 – Orders

Vouchers you have ordered today are found in this list.

Choose the order to see voucher details.

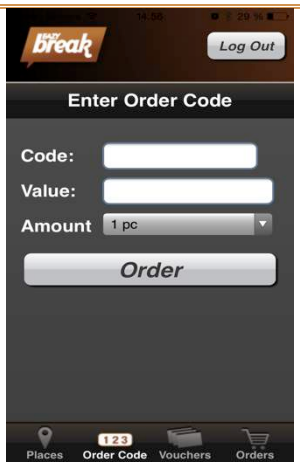
Vouchers marked with red are marked as received.



7 – Order code

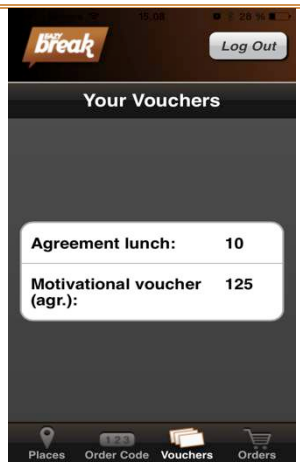
If GPS of your mobile device is not in use you may order the voucher by using Order code.

The order code of the chosen location can be found at the cashier.



8 – Vouchers

The current amount of your vouchers available to use.



[1] Only if using agreement vouchers.
[2] You may enter the value
- if your company has multiple lunch options /prices in this restaurant
- when ordering a motivation voucher

[3] Amount of vouchers can be chosen only when you employer allows multiple voucher use per day.
[4] Not mandatory

2.2 Windows

- Make sure that the setting "Region" is "Finland".

1 – Login

Sign in by using your Eazybreak credentials.

Choose Country and language and "Log in".

2 – Choose location

Choose location to use the voucher

Favourites: Eazybreak remembers the locations you visit often.
Nearest: GPS finds the nearest locations.
Agreements[1]**:** GPS finds the nearest agreement locations.

3 – Voucher order

Give details of the order
Type: Voucher type to order
Value[2]**:** Voucher value
Amount[3]**:** How many vouchers to use.
Order: Confirming your order

4 – Mobile voucher

Show your voucher at the cashier – the value and validity will be checked.

Cashier may touch the "Used" button to mark the voucher as received[4].

5 – Orders

Vouchers you have ordered today can be found in this list.

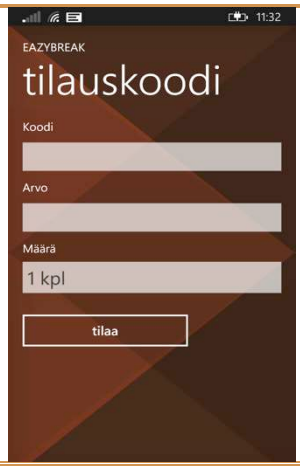
Choose the order to see voucher details.

Marked with red are also marked as received.

6 – Order code

If GPS of your mobile is not in use you may order the voucher by using Order code.

The order code of the chosen location can be found at the cashier.

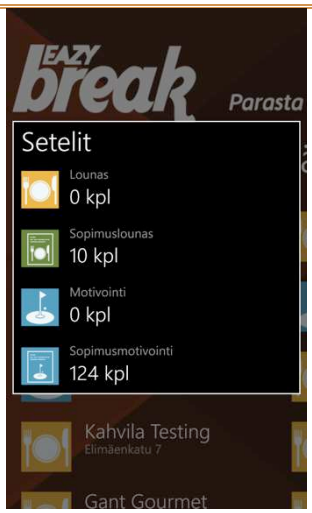


[1] Page to use only if using agreement vouchers.
[2] You may enter value
- If your company has multiple lunch options /prices in this restaurant
- When ordering a motivation voucher

[3] Amount of vouchers can be chosen only when you employer allows multiple voucher use per day.
[4] Not mandatory

7 – Vouchers

The real time amount of vouchers to use in your Eazybreak account.



3 Support

3.1 Eazybreak support of your employer

Your employer's own Eazybreak support can help you with following issues. Please study carefully all manuals your employer has provided concerning Eazybreak in your company.

- Opening your account or related issues.
- Closing your account or related issues.
- Eazybreak service model, voucher types and corporate policies of your company.
- Tags and locations related to Eazybreak NFC payment.
- Company agreements and locations.

3.2 User manuals

Eazybreak user manuals can be found in your personal account.

3.3 Eazybreak Customer Support

Eazybreak Customer Support will help you with following issues:

- The use of vouchers
- Problems in voucher use
- Technical problems

Contact details
Telephone : 0207 40 2730, weekdays at 8am-5pm
E-mail : info@eazybreak.com